



TASK ANALYSIS WORKSHEET

NZCTA01

Task Description

Task Location

Club Nominee in Control of the Task

Emergency contact details

Date of Task

Risk Assessment Matrix

Consequence	5	5	10	15	20	25
	4	4	9	14	19	24
	3	3	8	13	18	23
	2	2	7	12	17	22
	1	1	6	11	16	21
		1	2	3	4	5

Likelihood

Likelihood	Rating	Score	Criteria
Almost Certain	5	5	High likelihood of risk event happening several times within the next year.
Probable	4	4	A risk event is likely to occur more than once in the next 12 months.
Possible	3	3	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
Unlikely	2	2	The risk event could occur at some time but is unlikely.
Rare	1	1	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.

Consequence	Rating	Score	Criteria
Catastrophic	5	5	Multiple deaths or injuries, severe environmental damage and/or long term cessation of core activities (months)
Major	4	4	Single death and/or multiple injuries and/or short term cessation of core activities (weeks)
Moderate	3	3	Injuries requiring off site medical treatment and/or significant disruption to core activities (days)
Minor	2	2	Injuries requiring on site medical treatment and/or short term disruption to core activities (hours)
Insignificant	1	1	Minor injuries, and/or minimal impact on operations

ADDITIONAL RISKS				
HAZARD	INITIAL RISK SCORE	CONTROL METHODS	RESIDUAL RISK SCORE	RESP. PERSON
ADDITIONAL INFORMATION / RESCUE PLAN				

TEAM SIGN OFF

ALL WORKERS UNDER THIS TASK ANALYSIS UNDERSTAND AND AGREE TO FOLLOW THE STATED PROCESSES